



PARK FACILITY RESERVATION FORM AND BEER PERMIT

(Important reservation information listed on the back of this form)

Menasha Parks & Recreation Department
140 Main Street
Menasha, WI 54952-3190

Questions? Call: 967-3640
8:00 AM - 4:00 PM Monday - Friday
Office Location: 2nd Floor, City Hall

Group Name or Sponsor of Event: _____ Date of Event: _____

Event Coordinator: _____ Daytime Telephone: _____

Address: _____ Home Telephone: _____

Time of Event: From _____ to _____ Group Size: _____ Fees: (see attached page)

Does your group qualify for resident rates? _____ No _____ Yes (City of Menasha, Neenah, Appleton & Town of Menasha residents only)

Do you plan to consume beer or wine? _____ No _____ Yes (Fill out permit, page 2 - see #5, page 3)

Do you plan to sell beer or wine? _____ No _____ Yes (You will need **more** than a Beer Permit, see #6, page 3)

Do you plan to sell food to the public? _____ No _____ Yes (You will need a Temporary Food Permit, see #13, page 3)

Certificate of Insurance needed? _____ No _____ Yes (For tournaments, public events, rides, etc. - see #4, page 3)

Are you planning "kiddie" rides or other amusements? _____ No _____ Yes (Carnival Permit required, contact City Clerk)

Do you plan to have an amplified sound system? _____ No _____ Yes (See #12, page 3) Describe: _____

Do you plan to set up tent(s) for the event? _____ No _____ Yes (See #9, page 3)

Parks & Recreation Board approval needed? _____ No _____ Yes (When selling beer and multi-day events, contact Director)

Building Keys Needed? _____ No _____ Yes (Usually for kitchen use - see #10, page 3)

Facility

(circle all that apply)

Jefferson

Pavilion Kitchen West Shelter East Shelter Launch Shelter Pool
Picnic Area # _____ Diamond(s) _____

Smith

Pavilion Kitchen Wedding/Garden (80 benches available)
Diamond/Field _____

Memorial Building

(pre-wedding ceremony only)
Start Time: _____
End Time: _____

Hart

Shelter Diamond/Field _____

Clovis

Shelter Diamond/Field _____

Barker Farm

Shelter Diamond/Field _____

Koslo

Shelter Diamond/Field _____

Pleasants

Diamond/Field _____

Shepard

Diamond/Field _____

Curtis Reed Square

Office Notes: _____

OFFICE USE ONLY

Facility Fee: \$ _____

User Fee: \$ _____

Area Fee: \$ _____

Beer Permit: \$ _____

Total: \$ _____

Receipt # _____

Permit # _____

HOLD HARMLESS AGREEMENT

I, _____, agree and bind _____
(person in charge) (group name)
to hold the City of Menasha harmless from any claim for damage or injury arising out of our activities in connection with this event. I further understand this agreement to indemnify is for any and all liability of the City of Menasha, including costs of defense and attorneys' fees, including: Damage or injury caused in part by the City's negligence, unless I demonstrate by clear and convincing evidence, that such damage or injury was caused solely by the City's negligence.

I further agree to exercise due care in the preservation of the premises. I further agree to pay for all damages to park property or grounds beyond what the Department determines to be normal wear and tear. I further agree that I will ensure compliance with all rules, regulations, or ordinances applicable to the use of City of Menasha parks.

Signature: _____

Date: _____

BEER PERMIT

For Consumption Only!

Sale of Beer and/or Wine Requires a Temporary Class "B" License in Addition to the Permit (See #6 on page 3)

The below named assumes responsibility for exercising control over attendees behavior at the event. **This person or designee must be present for the duration of the event.** The Menasha Police Department will contact the permittee if any problem arises. **UNRULY/ILLEGAL GROUP BEHAVIOR WILL JEOPARDIZE FUTURE RESERVATION PRIVILEGES.**

Permittee Name: (print) _____ DOB: _____

Address: _____
Last First M.I. Phone: _____

Area that beer and/or wine can be consumed: _____

Signature: _____

Permittee has read list of City ordinances pertaining to alcohol _____ Yes Dept. Initials _____

2010 PARK FACILITY RENTAL

(all fees are "per day" unless otherwise stated)

<u>Pavilion/Shelter Fees</u>	<u>Resident</u>	<u>Non-Resident</u>
Jefferson Park		
Large Pavilion	\$ 55.00	\$ 85.00
Kitchen*	30.00	50.00
West Shelter	35.00	55.00
East Shelter*	20.00	40.00
Launch Shelter	15.00	32.00
Picnic Area #3 & #5 with electric	20.00	40.00
Wedding	User Fee Only	User Fee Only
Pool Rental (1 hour)	115.00	115.00
Smith Park		
Pavilion	50.00	75.00
Kitchen*	30.00	50.00
Wedding Set-Up**	200.00	250.00
Memorial Building (pre-ceremony only)	10.00/hour	10.00/hour
Hart Park Shelter*	25.00	45.00
Clovis Grove Shelter	20.00	40.00
Koslo Park Shelter (no electric)	20.00	40.00
Barker Farm Park Shelter	25.00	45.00
Curtis Reed Square	20.00	40.00
Beer Permit (Jefferson and Koslo only)	5.00	5.00
Tent Permit (when Diggers Hotline is called)	10.00	12.00
Amplifier w/microphone (per event/season)	20.00	20.00
(Jefferson East/West Diamonds only)		
Jefferson Volleyball Courts N & S	5.00	5.00
Koslo, Municipal Beach, Smith Park VB Courts	NC	NC
Soccer Fields	8.00/hour	8.00/hour
Koslo Baseball Diamonds	Without Lights 12.00/hour	12.00/hour
	With Lights 20.00/hour	20.00/hour
Softball Diamonds	Without Lights 8.00/hour	8.00/hour
	With Lights 15.00/hour	15.00/hour
Building/Shelter Key Deposit	20.00	20.00

2010 PARK USER FEES

Groups that reserve park shelters or picnic areas are subject to the following user fees:

<u>Persons in Attendance</u>	<u>Resident</u>	<u>Non-Resident</u>
1 - 20	\$ 5.00	\$ 11.00
21 - 75	24.00	36.00
76 - 150	42.00	60.00
151 - 300	79.00	102.00
301 - 600	134.00	162.00
601 - 1,100	240.00	275.00
1,101 - 2,000	360.00	400.00
2,001 & up	480.00	525.00

* Indicates need for key

** Includes use of pavilion whether used or not, also includes 100 benches; average 2-3 adults per bench. Final arrangements made through Park Superintendent (967-3642).

RESERVATION INFORMATION

(A complete set of Park Rules is available upon request)

- 1.) **START OF RESERVATIONS:** Reservations for a picnic area or shelter can be made at the Parks and Recreation Office, 2nd Floor, City Hall, from 8:00 a.m. - 4:00 p.m., Monday - Friday. Groups affiliated with City of Menasha families, organizations and businesses can begin reserving park facilities beginning the first working day in February. Non-city groups can begin reserving facilities beginning the second full week in February. Reservations must be made 24 hours in advance and fees paid in full at the time of application. **Telephone reservations or "holding" a date will not be accepted.**
- 2.) **DETERMINING FEES FOR A RESIDENT RESERVATION:** Simply sending a City of Menasha, Appleton, Neenah or Town of Menasha resident to reserve a park facility does not automatically guarantee residency fee status. **City of Menasha residents/businesses only are eligible for the early registration period.** In order to be granted resident fee status, an event or picnic must be sponsored by a City of Menasha, Appleton, Neenah or Town of Menasha business or company. Family picnics must show an association with a family residing in Menasha, Appleton, Neenah or Town of Menasha
- 3.) **PARKS AND RECREATION FEE RECIPROCITY:** City of Menasha residents may register for any program or service in the cities of Appleton or Neenah and the Town of Menasha under separate agreements with the three communities. **To receive services in these communities,** simply go to the proper registration site. Your residency will be verified on site. Renters may wish to bring along a driver's license or bill in case your address is questioned. **Your residency status in each city is valid** through December 31.
- 4.) **CERTIFICATE OF INSURANCE:** Any event or tournament that is open to the public, plans to sell beer or wine, have amusement rides, or petting zoo, must have a certificate of insurance on file with the City Clerk 30 days prior to the event. **A carnival permit is also required.** The city **must** be named as additional insured on the policy. See the City Clerk for other insurance requirements. At the city's discretion, other park events may also be required to present a certificate of insurance. Organizations planning multi-day events or plan to sell beer or wine **must** appear before the Parks and Recreation Board two months prior to the event.
- 5.) **CONSUMING ALCOHOLIC BEVERAGES:** Fermented malt beverages and wine may be consumed only in Jefferson & Koslo parks. Glass bottles/containers are not allowed in any city park. Before beer or wine can be consumed or dispensed, a permit must be obtained from the MPRD office. **The permit fee is \$5 per day.** Alcoholic beverages may only be consumed in the area clearly defined on the permit. **As a reminder, alcohol may not be consumed in Smith Park.**
- 6.) **SELLING ALCOHOLIC BEVERAGES, CONCESSIONS, OR MERCHANDISE:** Only non-profit organizations may sell alcoholic beverages, concessions, or merchandise. A temporary "Class B" license **must** be on file with the City Clerk at least 15 days prior to Common Council approval. Parks and Recreation Board approval is also needed two months prior to the event.
- 7.) **DIAMOND RESERVATION:** Refer to the current park facility fee schedule for reservation charges. A complete tournament schedule must be submitted to MPRD office two weeks prior to event. A tournament representative must contact the MPRD Park Superintendent at 967-3642 one week prior to tournament to confirm field use and grooming plans. Park staff will groom fields in the morning. Tournament organizers are responsible for further grooming. All methods of grooming, especially on wet fields, must be pre-approved by the Park Superintendent. Park equipment may not be used by others.
- 8.) **REFUNDS:** Once a shelter area has been reserved, a full refund will **only** be granted if the shelter or area is reserved again. If not, a 50% refund will be given. There is a \$10.00 processing fee applied to all initial refunds.
- 9.) **SETTING UP TENTS OR POUNDING STAKES:** Groups planning to pound stakes, etc. below ground should contact **Digger's Hotline at 1-800-242-8511** at least one week prior to their event. Stakes shall not be pounded into asphalt surfaces. A Tent Permit fee will be assessed.
- 10.) **KEYS:** Don't forget to pick up keys for kitchen, electricity, ball diamond or if Building Attendant is not available, keys for pre-wedding ceremony Memorial Building use. Keys may be obtained from the MPRD office no earlier than two days prior to the event and returned no later than two days after the event. **There will be a \$20 deposit fee for all keys** for shelters, kitchens, electrical, and ball diamonds due at the time of pick-up. All deposits will be returned upon returning the keys. **The MPRD office closes at 4:00 p.m. on Fridays.**
- 11.) **HANGING SIGNS, BANNERS, TARPS, ETC.:** No sign, banner, poster, tarp, etc. can be nailed, stapled, tacked, or taped to the exterior of any park building or structure. A portable board is available at Jefferson Park for affixing signs, etc. Some permanent hardware is attached to the Jefferson Park pavilion for tying banners, etc. Signs, banners, etc. wrongfully attached will be removed by Park staff.
- 12.) **AMPLIFIED SOUND SYSTEM:** Voice or music amplifying equipment must be controlled so that sound is not objectionable beyond the confines of the park. Note that strong winds and its direction will cause sound to carry further and may become objectionable to neighbors. Violators will be warned and/or cited by the Menasha Police Department.
- 13.) **TEMPORARY FOOD PERMIT:** If you are planning to sell food to the public, you will need to obtain a permit from the Health Department located at 316 Racine Street. Cost will vary depending on whether an inspection is required or if you have more than one food booth. Good for three (3) events each year and includes a short training. Contact the Health Department with any specific questions at 967-3520.

RECYCLING IN CITY PARKS IS MANDATORY!

All individuals and groups using city parks must recycle. Throughout the parks, we've located some specially marked barrels. Only the recyclables listed below can go into these barrels. When large groups rent a shelter, there will not be enough recycling barrels, in which case event organizers will be responsible for providing recycling containers or clear blue bags. Large groups should visit the park and plan their recycling plans accordingly. When the number of recycling barrels is not sufficient, recycled materials must be bagged or placed in a container next to a specially marked garbage barrels. Corrugated cardboard (brown with wavy inside layer) must be tied up and placed next to a recycling barrel.

RECYCLE THESE:

CONTAINERS

(Place in clear blue bags near garbage container or dumpster or in marked park barrels.)

- * Aluminum cans
- * Tin cans
- * Glass bottles and jars:
green, brown & clear
- * #1 and #2 plastic narrow-necked
bottles (except oil or hazardous
chemical bottles)

PAPER

Bundle or place in paper grocery bags)

- * Newspaper (including inserts)
- * Corrugated cardboard
- * Paper grocery bags
- * Magazines
- * Catalogs
- * Phone books

Recyclable containers do not need to have labels removed, but must be rinsed free of product residue and placed in the blue plastic recycling bags or specially marked park barrels. Any other garbage may be thrown away.

SWIMMING POOL GROUP DISCOUNT SALES

Group Rate: \$2.00/person

Group Size: 20 or More (Make arrangements through the MPRD office - see below)

1. Call the MPRD office at 967-3640 to inform us of your plans (3-4 weeks prior to event).
2. The group or organization is responsible for designing and planning an acceptable ticket for each person in the group. A small, specially identified ticket will do. Bring sample into the MPRD office at least two weeks prior to your event.
3. Tickets are presented for admission to the pool. Pool staff will collect and count tickets. After the group is admitted, the group leader will pay for the group. Make sure your check corresponds to the exact number of people admitted.
4. Inclement Weather. The Pool Supervisor will determine whether to open or close the pool. As a general rule, if the pool would ordinarily close due to cool weather, rain, etc., you will be given a full refund. If the weather is such that we would plan on being open, we will expect your group to arrive as planned.

If you have any questions, contact the MPRD office at 967-3640.